

**BOARD RESOLUTION ADOPTING THE COMPLIANCE REVIEW REPORT AND
FINDINGS BY THE SPB COMPLIANCE REVIEW DIVISION OF
THE OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT**

WHEREAS, the State Personnel Board (SPB or Board) at its duly noticed meeting of September 26, 2013, carefully reviewed and considered the attached Compliance Review Report of the Office of Statewide Health Planning and Development submitted by SPB's Compliance Review Division.

WHEREAS, the Report was prepared following a baseline review of the Office of Statewide Health Planning and Development's personnel practices. It details the background, scope, and methodology of the review, and the findings and recommendations.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby adopts the Report, including all findings and recommendations contained therein. A true copy of the Report shall be attached to this Board Resolution and the adoption of the Board Resolution shall be reflected in the record of the meeting and the Board's minutes.



SUZANNE M. AMBROSE
Executive Officer



September 30, 2013

**Roger P. David, Director
Office of Statewide Health Planning and Development
400 R Street, Suite 359
Sacramento, CA 95811**

RE: Compliance Review Findings and Recommendations

Dear Mr. David:

The State Personnel Board (Board or SPB) conducted a baseline compliance review of the Office of Statewide Health Planning and Development (OSHPD)'s examinations, appointments, and EEO program during the period of May 1, 2011 through October 31, 2012. The primary objective of the review was to determine if OSHPD's personnel practices, policies, and procedures complied with state civil service laws and Board regulations, and to recommend corrective action where deficiencies were identified.

OSHPD provided the documents that SPB requested. A cross-section of OSHPD's examinations, appointments, and EEO program were selected for review to ensure that samples of various examinations and appointment types, classifications, and levels were analyzed. The review of the EEO program included examining written policies and procedures, the EEO officer's role and duties, and the internal discrimination complaint process. The SPB also interviewed appropriate OSHPD staff.

The Compliance Review Division (CRD) of the SPB found no deficiencies in OSHPD's administration of examinations, appointments, and EEO program. The CRD will submit its findings to the five-member Board and recommend adoption. The Board may issue a Resolution adopting the findings and recommendation as stated herein, or the Board may order its own findings and recommendations. In either event, you will be notified of the Board's final decision. The Board's Resolution will also be posted on our website.

We greatly appreciated the cooperation and assistance provided by OSHPD personnel. If you have questions or comments, please contact me at (916) 651-0924.

Sincerely,

A handwritten signature in black ink, appearing to read "James L. Murray". The signature is fluid and cursive, with a long horizontal stroke at the end.

**James L. Murray, Chief
Compliance Review Division
State Personnel Board**

cc: Karen Miskanis, Deputy Director – Administrative Services Division